

Roles and Responsibilities

OFFICE OF HUMANITARIAN ASSISTANCE, DISASTER RELIEF AND MINE ACTION (HDM)

Defense Security Cooperation Agency, Programs Directorate

HDM provides timely and effective direction, supervision, and oversight of DoD humanitarian assistance and mine action programs for the Director for Programs, DSCA. HDM programs support foreign policy and national security interests of regional stability, promoting democracies, and economic development. Humanitarian assistance programs meet these goals by providing the Combatant Commanders with unobtrusive, low cost, but highly effective instruments to carry out their theater security cooperation strategies. OHDM manages the Overseas Humanitarian, Disaster, and Civic Aid (OHDACA) Appropriation and its sub-activities: humanitarian assistance (including the provision and transportation of non-lethal excess property), humanitarian mine action, and foreign disaster relief and emergency response. Additionally, HDM provides oversight for the Commanders' humanitarian and civic assistance (HCA) projects and manages the Denton Program, a space available transportation program for donor's humanitarian relief supplies and material. OHDM activities are accomplished pursuant to the following legislative authorities: title 10, US Code, sections 401, 402, 404, 2557, 2561; and section 8009, Department of Defense Appropriations Act, FY 2004 (P.L. 108-287, August 5, 2004). Specific duties and responsibilities:

1. Participates as a member of the U.S. Government (USG) Policy Coordination Committee (PCC) Sub-group on Humanitarian Mine Action (HMA).
2. Supports the Administration's humanitarian mine action initiatives, which seek to focus the efforts of the US in cooperation with the international community to eliminate the worldwide landmine problem, including managing operations of the Humanitarian Demining Training Center (HDTC) at Fort Leonard Wood, Missouri.
 - Provides program management for the Department of Defense (DoD) components of humanitarian mine action: infrastructure development for host nation mine action agencies, explosive remnants of war (ERW) education and risk reduction, demining training activities (survey/marketing/mapping, clearance, and quality assurance/control), victims' assistance, and coordinates with the research and development program to improve the effectiveness of all aspects of the first 4 pillars.
3. Plans, programs, formulate, justify, and allocate budget authority from the OHDACA appropriation to support DoD humanitarian assistance programs.
4. Provides annual reports to Congress on HDM and HCA activities pursuant to title 10 U.S.C. sections 401 and 2561, and section 8009, Department of Defense Appropriations Act, FY 2005 (P.L. 108-287, August 5, 2004).
5. Formulates, prepares, and defends the OHDACA portion of the president's budget and reviews draft legislation related to all HDM programs.
6. Prepares testimony and talking points for congressional hearing and/or official visits of government officials.
7. Responds to requests for information from congressional staff and Freedom of Information Act (FOIA) requests related to humanitarian assistance programs and activities
8. Manages, coordinates, and monitors execution of DoD HDM planning, operations and related program activities.

9. Provides oversight, interagency coordination, and program approvals for HDM, foreign disaster relief and emergency response, space available transportation, and humanitarian and civic assistance (HCA) activities.
10. Reviews, approves and provides oversight for all Combatant Commanders' HDM programs.
11. Manages the DoD Humanitarian Excess Property (HAP-EP) program by identifying, selecting, transporting, storing and maintaining, and distributing non-lethal excess DoD property worldwide.
12. Assists the Office of the Joint Chiefs of Staff (OJCS), United States Special Operations Command (USSOCOM), Combatant Commanders, host countries and other organizations in planning for, establishing, and executing HDM and HCA programs.
13. Establishes and maintains memoranda of understanding with Defense Components and the U.S. Agency for International Development for the conduct of funded and space available humanitarian and foreign disaster assistance/emergency response initiatives.
14. Coordinates planned humanitarian assistance activities with non-governmental/private voluntary relief organizations (NGO/PVO).
15. Manages the Humanitarian Daily Ration (HDR) program to include procuring, storing, inventory management, obtaining interagency approval for issue, transporting, and distributing to recipients.
16. Establishes and maintains procedures for application and approval for transportation of privately donated humanitarian cargo through the interagency coordination process, including the conduct of the Denton Program (space available transportation).
17. Orients newly assigned personnel within the Security Cooperation community to the missions, goals, and objectives of the USG and DoD humanitarian assistance programs.
18. Maintains the HDM section of relevant country information papers and provides management topical and/or important information via daily summaries.
19. Proponent for specialized information systems supporting the HDM mission; provides material to maintain the currency of the HDM portion of DSCA websites.
20. Manages the creation, storage, and security of classified information and government property in accordance with applicable laws, regulations, and directives.
21. Responds to goals and initiatives reflected in the DSCA Strategic Plan and the DSCA Security Cooperation Strategy. Serves on DSCA-wide committees and working groups to identify problems, correct deficiencies, and establish improvements to current business practices.

Prepared by: Tom Smith, HAMA; revised October 3, 2005